

OPTIONAL FORM NO. 10
5010-104

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UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL

TO : Director of Training

DATE: 24 September 1965

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 29
20 - 24 September 1965

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS

None

II. OTHERS

A. [] DIA Plans, on 17 September, discussed with [] and [] plans for presenting Project HELPFUL in a one and a one half day session during the last week of October. A precise date has not yet been approved by DIA. Although [] and I both agree that even a November date might be desirable in order that we have adequate time to select our participants after a date and schedule are approved and announced by DIA, [] favors an earlier date. He should have something definite by next week.

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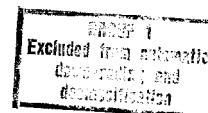
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B

A proposed program was discussed with [] and I agree will meet our requirements. This includes a general briefing on organization, mission and functions of DIA with a detailed briefing on the three major functional branches; Acquisitions, Production, and Science and Technology. Presentations on the ADP program and the Defense Attache System will be featured on the first day, with visits to the DIA Production Center and ADP Unit and to the Defense Indications Center on the second day. This schedule too requires approval. I propose that we advise Senior Training Officers and [] in the Office of the DCI of the tentative plans with the recommendation that they begin to select participants without quotas, leaving final selection to the Registrar.

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SUBJECT: Weekly Activities Report No. 29 (cont)

B. The latest enrollment statistics on the Agency's
Off-Campus Program are:

Registrations in these courses are accepted
until the second meeting of the class, but there is no indication
that there will be additional requests for enrollment at this time.

SUBJECT: Weekly Activities Report No. 29 (cont)

C. Mrs. Grob at the Executive Seminar Center, Kings Point, was notified on 24 September that the Agency would not fill its slot for the seminar entitled "Intergovernmental Programs and Problems," scheduled from 25 October through 5 November. At the same time Mrs. Grob was told that [redacted] [redacted] who was scheduled to attend the seminar on "Skills and Goals of Management" from 11 through 22 October, would not be able to attend and she was furnished preliminary information on his replacement, [redacted] of OBI.

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III. PERSONNEL

We have had several telephone conversations with [redacted] in Walter Reed Hospital. She sounds cheerful, as usual; her cheerfulness not dimmed by the series of pre-operative tests which she has been undergoing this week. Surgery is today, Friday.

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Attachments: AIB and ETB Reports.

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Registrar Staff/TR

DATE: 24 September 1965

FROM : Chief, AIB/RS/TR

SUBJECT: Weekly Activities Report No. 29
20 - 24 September 1965

I. SIGNIFICANT ITEMS

None

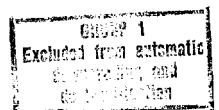
II. OTHERS

25X1 A. [] SA/DDS is "doing a paper" for Colonel White's signature in which the Colonel will exhort the Directorates to fill the Agency quota for the National Interdepartmental Seminar. Bill called here to get the information on dates and text of official papers prescribing the Agency quota of 8 and later, the DDP requirement to fill 50 per cent of the quota.

25X1 B. All Training Officers were called personally and informed of the suspension of the VLTP. As requested by [] of LTS, we explained to the Training Officers that applications (Form 73) were being "rescreened" to determine those cases on which some special action had to be taken.

25X1 C. Word has been passed on to members of AIB that hereafter employees other than those of the Clandestine Services who request the CS Review Course will have to have verbal approval at least, of the DDP/TRO. This new procedure is from [] C/HTS, who also included a requirement that we have always applied in determining eligibility for the course: that the person must have a need to know the information covered in the course.

D. [], PRD/OP, is working on 25X1 some recruitment figures to represent what offices in the Agency



SUBJECT: Weekly Activities Report No. 29 (cont)

25X1 need in the way of personnel for CY 1966. (This is only one
element of [] project.) [] will have, he expects, 25X1
CY '66 figures ready by late this afternoon and will turn them 25X1
over as a part of the information needed to estimate the number
of Intelligence Orientation Courses OTR may want to give in 25X1
1966. The information will be discussed with []
C/SIC, who had asked if anything was available to help in the
determination of the number of courses and with []
IOF/IS.

25X1 E. Late Tuesday, [] DDP/TRO, 25X1
called for information on the Senior Management Seminar
scheduled to begin 17 October. A few weeks ago, he said, he
learned of the upcoming requirement through a call from R/TR
but until Tuesday, I believe, did not know that the official piece
of paper identifying deadlines and quotas had been sent out.
Since he was not at the last week's DDP Staff Meeting, he had
had no other reminder but a "casual remark from [] 25X1
[]" that candidates had to be selected for the seminar.
C/AIB gave him the information then informed the Management
Training Faculty of the DDP status. She also informed the 25X1
O/DTR.

25X1 F. On Tuesday, I interviewed [] of 25X1
[] for the second position in the Branch. I understand there
are other candidates for the position and although []
decides he would like the job, I would like to delay a decision
until I have talked with the others. I have prepared a memorandum
for the record on the interview. [] PO/TR has been 25X1
kept informed. 25X1

G. On Tuesday, C/AIB briefed []
designee assigned to [] on the organization and in- 25X1
structional activity of OTR.

H. The two books on ADP are as complete as we
can make them at this time. One book is a compilation of ADP
courses given at academic institutions, in government, through
associations, and by private industry; the second book contains

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SUBJECT: Weekly Activities Report No. 29 (cont)

reading material on ADP. It will be kept on file for reference.

25X1 Meanwhile, we have provided OCS with information on local ADP Courses at local universities. The information is going to be used by Joe Becker, C/OCS, according to [redacted], his Administrative Assistant, in preparing a report on what will be covered in the different kinds of Agency ADP Courses Mr. Becker plans to recommend.

Another ADP customer, NPIC, was provided information on all ADP courses given by the Air Force, the Army, Navy, etc.

25X1 I. We sent [redacted] SA/C/DO/D, some information on programs and courses at universities and on those given by business associations to assist him in working out his project for U.S. businessmen. The information represents costs, length of programs, the where, the when, what the student body consists of, and other items, and it covered about 27 institutions. We invited [redacted] to review what we had done to determine whether or not we are approaching what he needs. I am sure there will be more work to do on his request.

J. Letters of request for two catalogs of the medical schools of 40 universities were completed. This work was in response to a request from the Medical Staff.

K. We have cleaned out the secure area (our vault). After Tuesday it will be clear of the resultant trash bags. To add to the security of our copies of sensitive personnel lists and of the Agency Training Record, we have them in a combination safe which is in the secure area.

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Attachment: Weekly Attendance figures.

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